

**TO: The Board of Trustees of the Monterey Park Bruggemeyer Library**  
**FROM: Norma Arvizu, City Librarian**  
**SUBJECT: July 2014 Report**

Dear Library Board of Trustees,

The focus of the library during the month of June was to close out grants, invoices and expenditure accounts, collect data for End of Year reporting, close out the ESL classes and simultaneously, begin Summer Reading Programs, Reading Rockets Summer Sessions, Adult and YA Summer Reading programs and provide an interactive library experience for the Sparks Summer Intervention Program, adult programming and maintain the full services of the library ongoing. The second floor of the library was a 'booming and visceral' environment that provided an interactive environment to inquisitive children and Tweens with both learning and creative instructional resources. Children approached the Children's Reference desk in droves with what seemed like a sea of endless questions aimed at quenching the thirst for knowledge in inquiring minds. Number of patrons on weekends increased and Sunday Programs had full attendance. This library was vibrant and full of kinesthetic energy with patrons who came to the library to be entertained, educated, and culturally enhanced. Staff met the needs of the community and the patronage numbers and usage of resources attested to this fact. No single division of the library remained dormant or inactive.

Along with the vibrant activity in the library, the library received news of funding increases from both the State Library and the Department of Adult Education. Additional funding for libraries approved by Governor Brown, allocates a onetime additional funding resource to libraries for the 2014/15 Fiscal year. Currently, each library has not been informed of a defined amount but all libraries wait with anticipation. Regardless of the amount, this will be an additional gain for the purchase and use of additional technology and possible enhancement to our collection. The literacy program gained an additional \$50,000 in grant funds to support the needs of the immigrant population enrolling in ESL and Citizenship Preparation classes. Additionally, two new grants were approved in the Children's and LAMP divisions which will bring an additional \$25,000 to our budget, totaling \$75,000 of revenue for our library.

This past month was a successful one indeed and it epitomizes the talents of staff. The library staff continued to work toward the same goal - providing information, resources and entertainment to our community.

Sincerely,  
Norma Arvizu  
City Librarian



## EMPLOYEE OF THE MONTH

The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. **Dorothy Inouye**, part-time Library Page, Circulation, was selected as the library's Employee of the Month for July 2014.

Dorothy was nominated by Circulation Services Supervisor Julie Villanueva:

*When the Adult Chinese International non-fiction area became overcrowded with no shelf space to shelve the books correctly Dorothy undertook the huge task of shifting the entire Chinese non-fiction collection. By using all six available shelves where before we avoided using the very top shelf she moved every book in the collection spaced out well allowing for room to not only shelve all current Chinese books but leaving room for new material also.*

*This job task requires the person to constantly climb up and down a stool to move the library materials to different shelves. Normally major shifting such as this of an entire collection would be done by two pages, but Dorothy insisted on doing it herself so other pages could continue to work in their areas.*

*I am not even going to mention that she is 85 years young with a hip replacement!*

*Dorothy comes into work every day and works hard the entire shift. She is responsible for shelving the Adult International collection, the second largest circulating collection after Children's. I wish I had the energy this woman shows every day!*

Other library staff nominated for Employee of the Month:

**Robert Liao**, Library Clerk, Technical Services, **and his morning crew**, about whom an anonymous staff member wrote:

*About once every other week or as needed they come out and clean both Ref. and Children's computer area. Cleaning which sounds a lot like the janitors job, was not getting done. And the computers were filthy. Now patrons and staff can be proud because someone took the initiative to do something about an area that needed it. It has gone on unthanked for a long time.*

**Angelica Marquez**, part-time Library Clerk, LAMP, about whom José Garcia wrote:

*This month we tested nearly 300 students. After they are tested, I have volunteers transfer their answers onto an official Test Record Form which I then scan into our Data Collection portal. But before I scan them I always double check the forms myself to make sure the form number, date, and answers are clear and correct. Angelica offered to help me double check them, and given that she pays careful attention to detail, I have not had any problems whatsoever when I scan them. She has saved me HOURS of monotonous work, headaches and quite possibly carpal tunnel syndrome.*

## ADMINISTRATION



1. The Library Foundation annual fundraising event, held on June 6 at Ocean Star restaurant, was an enormous success. Supported by corporate sponsors, community organizations and individual donors, the event raised close to \$15,000 for the library! Net proceeds of the fundraiser will go towards the purchase of new books and other materials to meet the needs of the over 54,041 active library cardholders and 308,662 patrons who visit the library annually.

The Gala was also a success in drawing a diverse and distinguished audience. Dignitaries in attendance included U.S. Congresswoman Judy Chu, State Assemblymember Ed Chau, Los Angeles Community College Board member Mike Eng, Monterey Park Mayor Anthony Wong and City Council members Hans Liang, Peter Chan, Mitchell Ing and Teresa Real Sebastian (the first time in recent history that all five Council members have attended a library Gala), City Clerk Vincent Chang, Library Board members Phil Smith, Nancy Ishino-Gilmore, Kathryn Foster and Janet Yu and Friends of the Library Board members Lilian Kawaratani and Ellen Johannsen. Library staff included City Librarian Norma Arvizu, Administrative Secretary Gwen Kishida, Senior Librarian Evena Shu (who won the Kindle Fire HDX in the raffle!) and Senior Librarian Christina Yueh.



Included in the Gala was the *Tribute to the Women of Monterey Park* ceremony, as five extremely talented and civic-minded women including Marian Hallin (Education), Patricia Reichenberger (Government), Mary Wong (Business), Shirley Hwong (Community Service) and Cici Lau (the Arts) were honored for their work in this community. Judges were very impressed with their accomplishments and humbled by their dedication. The honorees walked down a red carpet to the stage where they each received a bouquet of red roses and a crystal award. The friends, families and colleagues of the honorees were enthusiastically vocal in their support.

Much gratitude must be expressed to the dedicated and generous members of the Library Foundation: Peter Chan, Joan Merino, Virginia Greene, Richard Gorman, Theresa Amador, David Barron, Joyce Chan, Robert Gin, Doris Lau, Alicia Martinez and Deana Sewell, as well as City Librarian Norma Arvizu and Administrative Secretary Gwen Kishida, who donated to the cause and worked tirelessly to organize this event. Additional thanks must go to Junior Friends volunteers Guang Li, Jackie Peng and Cindy Tang for assisting with the raffle.

2. The Friends of the Library Bookstore continues to offer discounted books, magazines and DVDs for the education and enjoyment of library patrons. The Bookstore earned \$690.80 during the month of June.

### **Staff Development**

#### **City Librarian Norma Arvizu:**

- 06/02 Webinar- *Strengthening Your Library Partnerships*
- 06/05 Sacramento Field Partnership Representative Meeting
- 06/06 Foundation Gala – Outreach and Networking
- 06/09 Webinar – *Assessing Your Community Needs*
- 06/19 Luncheon with Mike Eng on Library Needs – Community Match for iPads
- 06/25 My Millennium Training
- 06/26 Presented “Make a Difference Award” to Winston Wu at LAMP Optimist Dinner.
- 06/30 Instructional guidance to MLIS student Soo Kim on Strategic Plan Processes

In addition to her usual responsibilities, with the library needing to replace two soon-to-be-departing part-time Library Pages, **Administrative Secretary Gwen Kishida** revised the part-time Library Page job flyer, was liaison with Human Resources during the recruitment process, contacted qualified applicants to remind them that they were required to take Page Test, generated copies of the Page Test and a roster of the applicants for the day of the test and then contacted applicants to notify them of their resulting scores.





Gwen also continued to work on the Library Foundation Gala event. Gwen created a 20-page, full-size and full-color program that included the program line-up, list of sponsors and donors, a section on the *Tribute to the Women of Monterey Park* honorees, a list of the raffle prizes and advertisements from sponsors and advertisers. At the event, Gwen helped organize tables and displays and collected money from sponsors and the evening ticket and raffle

purchases. Even after having generated a table seating arrangement diagram and list, Gwen was continually enlisted to make on-the-spot decisions as to where to relocate tables and attendees and place walk-ins, all according to the best of her knowledge of the parties' affiliations, friendships and status according to protocol. Following the event, Gwen counted the funds raised, deposited the money and generated a revenue and expenditure report for the Foundation.

## 2013 – 2014 ADMINISTRATION GOALS AND OBJECTIVES

### GOALS AND OBJECTIVES

1. Build the knowledge base of library staff in digital, print and other new technology devices so staff will be able to provide faster information delivery to library patrons.

### PROGRESS

Staff participated in WebOPAC training to learn the new features of My Millennium, which provides patrons with personalized accounts, including patron ratings for books, e-mail notification for preferred searches and My Lists, which saves books of interest to patrons (a version of a wish list). My Millennium also offers new features for staff including allowing staff to toggle back and forth between patron and staff records/public mode and staff mode and enabling staff to check item status. Technical Services Senior Librarian Evena Shu attended the Edge Initiative trainings which are for public libraries that have completed the Edge assessment and took an Infopeople class on *Effective Social Media Strategies* May 23 to June 2. On June 10, LAMP Acting Senior Library Clerk José Garcia attended the Infopeople webinar *Apps for All: Learning with Tablets and Smartphones*.

2. Improve visibility and awareness of library services, programs and collections by utilizing the media's content and services and expanding audience reach through collaborations with library organizations and projects with innovative ideas.

Staff attended the 2014 Annual ALA Conference in Las Vegas June 27 -29, attending workshops that taught new skill and offered networking opportunities. Reference Librarian Maggie Wang attended *Library Services in Multi-Branch Networks in China*, presented by the Library Society of China which shared information on how to provide public library services to multiethnic populations. Children's Acting Librarian Diana Garcia also attended several children's services related workshops and visited some of the vendor booths in the exhibit hall.

3. Support the development of digital technology throughout the library to further transition into the 21<sup>st</sup> century.

The library will be purchasing 29 computers to replace those on the first floor stations and in the Computer Lab. Circulation ordered and received a barcode scanner that will scan a patron's library card barcode from a smart phone. The State Library confirmed the award of \$20,000 for the LSTA Pitch an Idea Grant **Teacher in a Tablet** idea submitted by LAMP Acting Senior Library Clerk José Garcia.

## ADULT / REFERENCE SERVICES



### Paws to Read Summer Reading Program

Two months of events, films, book discussions and great reading began with the launch on June 9<sup>th</sup> of the library's **Paws to Read: Adult Summer Reading Program 2014**. By the end of June, 30 adults had signed-up for the program. Participating readers received a reading bag, bookmark, pencil, and Yogurtland coupons at sign-up. Adult readers are now busy reading and submitting reading coupons for prize drawings.

As part of the adult *Paws to Read* Summer Reading Program, the *Paws to Give* program in partnership with San Gabriel Valley Humane Society began in June. Two library patrons contributed two large bags





of dry dog food as our first donations! By participating in *Paws to Give*, the library joins CLA's statewide effort to connect the summer reading program theme with community drives to help animal organizations.



### **International Film Program**

***For All Eternity***, a Chinese romantic drama based on the true story of Mrs. Gertrude Wagner-Du was viewed by 21 people at the June 18 International Film Program. The film won several international film awards including the Best Actor Award at the 2003 Moscow International Film Festival.

### **Pop Culture Program**

#### **Author/Photographer Robert Landau**

Author /photographer Robert Landau presented a power point presentation of images from his new book, ***Rock 'N' Roll Billboards of the Sunset Strip*** on Sunday, June 22 at 2 pm in the Friends Room to an audience of 18 people. The program re-visited the amazing lost art form of hand painted pop art billboards. Rock and roll billboards dominated the Sunset Strip during the late 1960's and into the early 80's. Photographer Robert Landau captured the scene and presented the best examples of this unique commercial art form that included images of major rock groups of the time.



### **Computer Classes**

Reference Librarian Darren Braden instructed the Tuesday Open Lab Computer Classes; Senior Librarian Cindy Costales instructed the Thursday morning Intermediate Computer Classes in English. Cynthia Serrano instructed the Monday Night Beginning Computer Class in Spanish. These classes served a total of 164 adults in June.

### **Monthly Additions and Weeding Collection Project**

85 items were added to AF, ANF, Adult paperbacks, DVD, Newly Released DVDs, International Room, Large Print, Young Adult and New Books collections.

13 items were weeded from the International Room collections. These books were damaged, not circulating, old and dated.

### **Staff Development**

- Reference Librarian Maggie Wang attended the 2014 Annual ALA Conference in Las Vegas June 27 -29, attending workshops that will offer new skills to her work at the library. She attended *Library Services in Multi-Branch Networks in China*, presented by the Library Society of China which shared information on how to provide public library services to multiethnic populations.

- Teen Librarian Darren Braden attended the WebOPAC training on the new catalog upgrades which offers new functions for searching and “My List” for library patrons to keep track of book titles read. Darren also worked with Library Pages to reorganize the Teen Room, adding shelves, shifting books, and creating an oversized display of graphic novels.
- Senior Librarian Cindy Costales missed the WebOPAC training because of the passing of her father but reviewed the training with Darren’s assistance and handouts.

## YA Services

### Midweek Movies

June’s Midweek Movie, keeping with the recent theme, was a new DVD book to movie release entitled ***The Hobbit: The Desolation of Smaug***. 35 people were in attendance. Many thanks to the Friends of the Library who sponsored the movie and refreshments!



### Junior Friends Meetings

Junior Friends met twice in June on the 9<sup>th</sup> and 23<sup>rd</sup> with 18 and 17 teens in attendance. After talking briefly about volunteering needs for the library, they spent much of the time getting to know each other as 90% of the Junior Friends are new members. The youth volunteered 126 hours during the month of June.

### Summer Reading Program Kick Off

On June 9<sup>th</sup> at 5:00 pm in the Friend’s Room the library kicked off the 2014 **Paws and Create Summer Reading Program**. There were pizza and homemade goodies to entice, rules were explained and the Junior Friends did a great job signing everyone up and keeping everything running smooth. There were 36 in attendance.



### Tinker Space

The teen makerspace activity on June 11 for the Summer Reading Program was re-purposing old books into art. Technology plays an important role this year in the summer reading program. Staff streamed “how-to” instructions from YouTube instead of printing out multiple copies of hard to understand instructions. The online instructions provided clear step-by-step instructions on how to make the book art and also provided readily available alternate ideas. 18 teens attended the program.



### Iron Chef

Teens used technology with a resounding success to improve the annual Iron Chef contest with the laptop set up by Technical Services staff. Everyone was able to watch the YouTube video which clearly showed how to create the apple swans. Teams were allowed, at 5 minute intervals, to research other ideas like radish flowers or other various art forms for their center piece display. 34 teens participated in the program. Winning team members were given \$5 gift cards supplied by a local business, Fluff Ice.



## 2013 - 2014 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

### GOALS AND OBJECTIVES

1. Expand resources in the library collection on geography and history to meet the educational needs of adults and teens working on research and homework assignments.
2. Develop an adult summer reading program, *Novel Destinations: Muslim Journeys*, from a grant award from the National Endowment for the Humanities and the American Library Association that will engage the community in book and film discussions about Islamic culture.
3. Implement and plan local history displays and programs at the library in partnership with the Monterey Park Historical Society to share the rich history of the people, places, and events of Monterey Park from its earliest beginnings to the present.

### PROGRESS

Senior Librarian Cindy Costales reported information for the Books 4U Common Core grant report listing how the grant helped to expand resources on geography, history, and other areas to meet the educational needs of adults and teens working on research and homework at the library. **Goal Completed.**

**Goal Completed.**

Senior Librarian Cindy Costales worked on publicity for the upcoming July Film History program sponsored in partnership with the Monterey Park Historical Society. **Goal Completed.**

## TECHNICAL SERVICES / AUTOMATION

**Acquisitions:** Staff created 8 order records in June and updated 1,608 records.

**ILL:** In June, the Library lent four books to other libraries and borrowed 7 books.

**Mending and processing:** In June, there were 1,723 items are in repair status. In June staff cleaned 4 CD/DVDs.

**Weeding:** Staff weeded 53 items in June.

**Millennium:** N/A

### **Security Cameras:**

Camera #2 was out of order on June 4. ERS provided us a quote. It cost \$695 to replace. ERS's technicians installed a new camera on June 24. However, due to difference voltage, the camera was not compatible with the system, and they will have to come again with another camera.

### **Staff Development:**

Technical Services Senior Librarian Evena Shu attended the Edge Initiative trainings which are for public libraries that have completed the Edge assessment. There were four highly interactive courses to strengthen library's efforts in the areas of community assessment, planning, technology management, advocacy and leadership. *Assessing Your Community's Needs* guide participant in developing to plan and executive a community assessment; create and implement a technology resource plan and regularly revisit library policies. *Building Public Access Technology Services* guide participants in developing strategies to identify the high-level task associated with managing public access technology; ensure staff can meet patron technology needs; foster ongoing culture of learning within the library. *Strengthening Your Library Partnerships* guide participants' strategies to effectively advocate for technology resources; identify and grow partnerships; create an advocacy plan' craft and deliver compelling messages. *Fostering Your Library Leadership* guide participant in developing strategies to enhance their own leadership skills, communicate the library's vision, especially as it relates to technology and advocacy, engage community stakeholders and foster innovation in the library through staff and program development.

Evena took an Infopeople class on *Effective Social Media Strategies* May 23 to June 2. This course covered criteria for creating achievable social media goals; right and wrong reasons for a library to use social media; methods for determining the return on investment (ROI) for social media; how to draw attention to your library's social media posts and how to create a basic content strategy for your library's social media efforts. First, she learned why one should use social media; what defines social media (and what it's not); reasons libraries should engage in social media (and why they shouldn't); setting goals; figuring social media

ROI (Return on Investment. Next, she learned how to plan a social media strategy which include picking tools that work and content strategy. She also gained knowledge on how to maximizing social media practices including: what makes a post worthwhile? What turns readers off? How do you create something that might actually get attention? Last but not least, she learned innovative uses of social media including examples of real-life, innovative uses of social media in libraries: what makes them work? Why do they stand out? Would they work in other libraries? Evena thought this class is very worthwhile. She recommends this class to all reference staff and children's staff who are involved with using social media.

## **2013 – 2014 TECHNICAL SERVICES GOALS AND OBJECTIVES**

<b>GOALS AND OBJECTIVES</b>	<b>PROGRESS</b>
1. Add the California Telecommunication Fund Service Discounts and continue to take advantage of the E-rate discount to maintain fast internet connections to meet the demands of library computer users.	The Library was awarded with the third year of the E-rate discount from July 2013 - June 2014, with a funding of \$27,532.80 (80% discount) for 75 mbps of Internet service. Technical Services Senior Librarian Evena Shu applied for the California Telecommunication Fund Services. This would save another \$3,441.60 per year for the Library. The Library put out a Request for Proposals as the contract with Charter Communications expires in June. Evena received several bids from the vendors. None of the vendors will do a month to month contract. The library has signed a contract with Charter Communications. She also posted Form 471.
2. Restructure and enhance library webpage in preparation for the migration along with the city's webpage to improve access and visibility for the public.	Technical Services Senior Librarian Evena Shu and Library Clerk Robert Liao attended the webinar of the website kickoff meeting with new vendor CivicPlus on August 14. There are five phrases for the project. Evena serves on the website core committee. Evena attended the Website Reveal Meeting on December 10. It provided a presentation of the library's functional website based on City's goals, recommendations and visions. The committee submitted a list of recommendations to the vendor. Evena, Robert and Library Technicians Jessica Rodriguez and Michael Bathen attended the website training on January 8 and 9. The

new website was finally rolled out on April 8. Evena attended the Core Committee meeting on May 8. The committee was to review the City's and each Department's webpages and make comments. It is discussed that the website needs more photos for each department. The City received a quote for the Responsive Website Design for Mobile device which would cost about \$1,500.

## **CIRCULATION SERVICES**

On June 9, 2014 at approximately 8:50 PM there was a power outage right before closing. Staff worked together using flashlights to safely get all patrons out the exit and lock the doors at closing.

Circulation part-time Library Pages worked during the lull before Summer Reading Programs began by dusting all the shelves in the library and shifting in areas that were becoming too full to shelve.

Circulation ordered and received a barcode scanner that will scan a patron's library card barcode from a smart phone. Unfortunately, this scanner has not been compatible with all our library material barcodes so Technical Services is still attempting to program the scanner to successfully read all barcodes. We hope to begin using the new scanner within the month.

### **Staff Development:**

Circulation had quite a few graduations this month. Guang Li and Alan Nguyen, part-time Library Pages, both graduated from high school and will be attending college in the fall. Guang will be attending Cal Poly San Luis Obispo and Alan will be at UC Santa Barbara. Unfortunately, this means that Circulation will have to hire two new pages to replace our two going off to college. Since the eligibility list for Library Pages is over one year old, the City will be accepting applications and the library will administer the Page test to generate a new hiring list.

Heather Nguyen, part-time Library Clerk, graduated from Cal State LA with a B.S. in Food Science and Technology. We are very proud of all our graduates!

## **2013 – 2014 CIRCULATION GOALS AND OBJECTIVES**

<b>GOALS AND OBJECTIVES</b>	<b>PROGRESS</b>
1. Upgrade the self-checkout machine, improving the performance and effectiveness of the library checkout system allowing simpler, quicker checkout of materials by the public.	The Technical Services Librarian and Circulation Supervisor researched enhancements available to our current technology. Authorization to upgrade the self-checkout with the purchase of a new computer system for the machine has been received and installation was completed.
2. Design and develop a training manual for volunteers in Circulation to ensure consistency in training and proper representation of the library image. Volunteers are valuable resources that help enhance the services Circulation staff provides to the public.	Information from other departments is being compiled regarding the training of volunteers at the library. This information will be edited with our current training manual into a handbook for use each time volunteers are trained ensuring a consistent standard of conduct by all volunteers.

## **LAMP LITERACY / CITIZENSHIP**

LAMP ended the 2013/14 Fiscal year proud to have served 1,542 students and gained 32,062 cumulative student hours. The amount of students served exceeds what most Adult Education programs normally serve on offsite campuses. The ability to sustain such an enormous population of students credits the quality of volunteers, staff and library commitment to provide services relevant to this immigrant community.

The Adult Office of Education informed City Librarian Norma Arvizu of the increase in next year's funding from \$85,619 this past year to \$135,000 for the 2014/15 fiscal year. According to the Adult Education Consultant, Diane Hurley, the LAMP Program earned the additional award based on high student gains and payment points. Most impressive was the increase of funding to a library program when the WIA II (Workforce Investment Act) Grant became open and competitive among the entire state. Not only was the application selected for the descriptive narrative of the program and needs it serves, but also for the huge gains done by volunteers and students. This is unheard of in the adult education community.

City Librarian Norma Arvizu became a consultant to two other literacy programs – Monrovia Public Library and Covina. Literacy Administrators were referred to her for direction on how to create a successful literacy program. During the second consultation with the new

administrator from Monrovia Library, José Garcia, Acting Senior Clerk, was asked to join in the discussion for his expertise and advice on how to manage the student population, curriculum selection and student records.

The State Library confirmed the award of \$20,000 for the LSTA Pitch an Idea Grant **Teacher in a Tablet** idea submitted by José Garcia in June. Though the literacy program had been among those 32 applicants selected for review and to begin defining the idea, planning and execution of the plan, there was still doubt if the ‘Idea’ would be accepted. Confirmation of approval brought a sigh of relief and a congratulatory feeling to José Garcia for his first attempt at grant writing. The nuts and bolts of his plan will now begin.

#### **LAMP Statistics for June 2014**

Programs	138	
Program Attendance	1,053	
Students Served this month	287	
Student hours	1,790	
Total Students	YTD 1,542	Projected 1,500
Total Hours	YTD 32,062	Projected 28,000

#### **New Citizens**

06/02/14 Ming Feng Wang  
06/02/14 JunCheng Wu  
06/04/14 Jian Hua Zhao  
06/06/14 WenQing He  
06/10/14 Tessie Pagaduan  
06/11/14 Zehong Wang

#### **Staff Development:**

**José Garcia, Acting Senior Library Literacy Clerk**, prepared Post-Tests for all ESL and Citizenship classes. He also created Update Records for each student and began entering the data into the TOPS Enterprise software in preparation for data submission.

On June 10, José attended the Infopeople webinar *Apps for All: Learning with Tablets and Smartphones*. He discovered a few apps and iPad settings that can be used in the **Teacher in a Tablet** project. José began researching and downloading apps unto the LAMP iPad to sort out the ones that may be useful. He created a rating list of the apps that have been downloaded.



On June 24, José attended the CASAS EL Civics Basics webinar. Beginning next fiscal year, Citizenship Preparation classes will be categorized under EL Civics, which includes additional requirements. José learned about the classification requirements for the Entry Records and the additional assessments that can allow us to gain up to four payment points per student.

June 30 was the first day of registration for the Phonics and Pre-Citizenship classes. José and the rest of the LAMP staff registered and tested 88 students on that day alone. The Phonics class filled up within 2 hours of opening.

**Denise Tang, Part Time Library Clerk**, assisted José in preparing and administering Post-Tests to all the ESL and Citizenship classes. She also helped six students pass their Naturalization Interview Exam.

Denise received training from José on how to print and scan Update and Test records. She helped José input the information of the students who passed their interview into the TOPS Enterprise software.

Denise prepared all the testing and registration material in preparation for registration day. She then added all the Citizenship students into the ASAP database.

**Angelica Marquez, Part Time Library Clerk**, assisted in preparing and administering Post-tests. She received training from José on how to complete Entry and Update Records and how to check the Test Records and assisted José in preparing these records for data input.

During registration day, Angelica checked everyone's registration form for accuracy and completeness. She verified the addresses by checking their ID.

**Mai Chang, NAPCA Senior**, helped proctor the Post-Tests in many of the classes. She continued to provide translation services to the LAMP staff and assisted with filing student registrations.

#### **LAMP Classes for June 2014**

Citizenship Preparation	Mondays	6:00 – 8:00 p.m.	Lilian Kawaratani
Citizenship Pre Preparation	Tuesdays	6:45 - 7:45 p.m.	Linda Koi
Citizenship Preparation	Wednesdays	10:00 a.m. – 12:00 p.m.	Annabelle Chu
Citizenship Preparation	Sundays	1:00 – 3:00 p.m.	Patrick Scanlan
Citizenship Support	Mondays	7:00 – 8:30 p.m.	Fred McMahon, Sue Cheung, Patrick Ryan

ESL Phonics	Tuesdays	5:15-6:15 p.m.	Linda Koi
ESL Beginning Literacy	Sundays	3:00 - 4:30 p.m.	Rick Liu
ESL Beginning Literacy	Tue/Thurs	12:00 – 2:00 p.m.	Diane Lee
ESL Beginning High	Mon/Wed	12:00- 2:00 p.m.	Sam Fechenbach
ESL Beginning Low	Mondays	6:00 – 7:30 p.m.	Patrick Scanlan
ESL Intermediate Low	Tue/Wed/Thurs	1:00-3:00 p.m.	Nancy Gilmore
ESL Intermediate High	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL- Advanced	Mon/Tue/Wed	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Conversation	Sundays	1:00 – 3:00 p.m.	Daisy Liu
ESL Conversation	Saturdays	10:00 – 12:30 p.m.	Carolyn Wong

## 2013 – 2014 LAMP GOALS AND OBJECTIVES

### GOALS/OBJECTIVES

1. Address the demand of second language high school students who need assistance with Basic English reading, writing and speaking skills by working with local high schools.
2. Create an outreach literacy intervention program offsite at local schools with a community partner to serve at-risk students reading below grade levels.
3. Develop online Adult ESL Tutoring Trainings and Long Distance ESL classes to meet the needs of students who cannot attend scheduled classes.

### PROGRESS

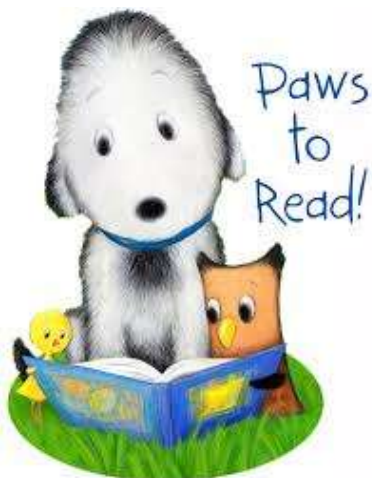
Completed. Long Distance ESL class will be added using New Horizons software. Online tutor training is in the development stage between the City Librarian and Acting Senior Clerk José Garcia.

Completed. The literacy program will extend its services to high school students in the fall with the addition of the online software Reading Horizons.

Completed. New partnership with AAED and the Reading Rockets Program will begin discussions with offsite sites if possible.

## CHILDREN'S SERVICES

1. In June, the Children's staff presented nine regular storytimes to a total of 245 attendees. During this month, 264 babies and their caregivers attended the baby storytimes. 186 preschoolers and their parents attended the preschool storytimes.
2. On June 11, the Children's Department conducted a special Father's Day themed storytime and a *Make a Tie for My Dear Father* craft for preschoolers. A total of 42 attendees enjoyed this fun-filled program.
3. This month some of the local summer schools have brought their students to visit the library as part of their summer school activities. On June 2, 9, 12, 16, 19, 2, 26 and 30, teachers from My Learning Center brought a total of 177 students to use the children's collection and checked out books. On June 18 and 25 staff from the Boys and Girls Club brought a total of 49 children to use the children's collection. On June 5, 6, 11, 12, 18, 19, 25 & 26 teachers from Spark Summer Camp brought a total of 238 students from kindergartens through sixth graders to use the library public-access computers and the children's collection.



### Summer Reading Program: Paws to Read!

The 2014 Summer Reading Program runs from June 23 through August 2. This year's theme is **Paws to Read**. The Reading program is open to infants through sixth graders. To promote the upcoming Summer Reading Program on June 4 and June 15 staff attended assemblies at Hillcrest and Bella Vista Schools to present to a total of 1,105 students.

Pre-registration for the Reading Program was offered from June 16 through June 22. A total of 293 children have signed up for the program and received a "Paws to Read" pencil, a reading log and a program brochure.

On June 23, at 5:00 p.m. the Children's Services Department kicked off its 2014 Summer Reading Program in the Barnes Park Amphitheater. Special guest performer Mr. Michael Rayner presented a 45-minute fun-filled comedy juggling show with lots of audience participation. A total of 154 children and their accompanying adults enjoyed the program. Each attendee received a water bottle and a cherry and mango flavored popsicle.

During this month, a total of 497 registered for the program and read 1,567 books and 82 readers finished reading ten or more books and received a reading certificate, a water bottle, a Legoland



coupon, Yogurtland coupon, a Shakey's pizza coupon, a \$500 ScholarShare scholarship entry form and a T-shirt chance ticket to participate in four of the "Win a T-shirt" raffle drawings.

**"1,000 Books Before Kindergarten" reading program**

During this month, twenty-three children signed up for the program. A total of 3,700 books have been read to. Each child who signed up the program received a tote bag and a reading binder to record the books that their parents or caregivers have read to them.

**Display Cases:** In the Children's Area: "M & M Collection" provided by Lina Nguyen, a Circulation Library Clerk.

In the Arts and Crafts Room: "Hello Kitty" collection provided Katie Macdonald, a schoolteacher from Garvey School District.

**Family Place Bulletin board:** features Early Learning with Families programs and tips on young children's language learning.

**Collection additions and deletions:**

During this month, a total of 353 titles were discarded. 14 titles have been ordered with the Book4U Grant.

**Circulation Statistics:**

This month, the Children's collection remained its high circulation statistics record: **68.9%** of the circulated materials were from the children's collection. A total of 17,984 children's titles were checked out during this month. Nearly 8,600 were children's fiction titles and more than 3,000 were nonfiction titles. Over 3,300 paperbacks and more than 1,200 board books were circulated.

**Upcoming Special Programs:**

As part of the Summer Reading Program, there will be a 3 D printing hands-on one-on-one class at Computer Lab on July 3. During the six weeks program, there will be two arts and crafts programs on July 8 and 22 and two Disney's film showings on July 15 and 29. On July 10, 17, 24 and August 4 there will be T-shirt raffle drawings for those who finish reading ten or more books. San Gabriel Valley Humane Society Ms. Rios will come to talk about "pet care" on July 22 during the *Design a Cat* paper craft program in the Friends Room.

**Staff Development**

**Children's Senior Librarian Christina Yueh** and **Library Clerk Christi Chavez** attended an Infopeople ELF 2.0 webinar on June 12. The presenter Bridget Alexander discussed creative spaces and family engagement in libraries. Libraries have the power to teach families the joy and meaning derived from the creative process. During the one-hour webinar, the presenter introduced various ways to engage families and enliven storytimes with arts and simple crafts.

To prepare the Summer Reading Program, **Children's Senior Librarian Christina Yueh** contacted a professional performer, juggler Michael Rayner. She requested the Friends of the Library to fund the performer's fee. She arranged with the Recreation Department to have the Barnes Park Amphitheater be the outdoor Kickoff program site. She also contacted Laura Zhao, school principal of the Academy of Arts for All, for color printing of the three first-place bookmarks. These bookmarks are to be distributed to the Summer Reading Program participants as part of reading incentives.

**Acting Librarian Diana Garcia** attended the American Library Association annual conference held in Las Vegas from June 27 to June 29. She attended several children's services related workshops and visited some of the vendor booths in the exhibit hall. Diana had a parents training on June 30 in the Friends Room for the summer session of the Reading Rockets which will start on July 7. Diana recruited teen volunteers and Reading Rocket tutors to help with Summer Reading registrations, book reports and giving away reading incentives.

**Library Clerk Christi Chavez** visited Hillcrest and Bella Vista Schools to promote the Summer Reading Program. For the Summer Reading Program kickoff, Christi helped with ordering popsicles and delivering them to the Amphitheatre on June 23.

**Ken Nolasco, part-time Children's Librarian**, helped with Summer Reading Program and covered the Children's Desk while other staff were at the kickoff program.

**Jessica E. Flores, part-time Children's Library Clerk**, helped with the Summer Reading Program kickoff program. She acquired water bottles and napkins were distributed to each attendee. Jessica also was responsible of taking photos during this event.

## 2013 – 2014 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Provide programs that instruct children and their caregivers on information literacy to enhance their research skills on homework topics such as California Missions, Science Experiments and Explorers.	<b>Paws to Read</b> bibliographic brochures were available at the Children's Desk as a recommended reading guide for the Summer Reading Club members.
2. Incorporate ebooks into preschool storytime to promote the children's ebooks collection, to model to caregivers how to engage their children with new technology and to extend the learning	Staff continued assisting students and their accompanying adults in accessing library website, checking their own circulation records, and accessing the children's database at the Children's Desk.

experience beyond storytime by offering a fun, educational application used in the storytimes.

3. Conduct hands-on classes to introduce and promote the library's electronic resources including ebooks and databases to tweens, preschoolers and their accompanying parents.

As part of the Summer Reading Program, there will be a 3D Printing hands-on Class at the Computer Lab on July 3 for Children ages 5-12 to access the recommended websites and design their own 3D projects.